

27 January 1958

MEMORANDUM FOR: Mr. D. J. Clinton
Department of State

SUBJECT: Analysis of State's NIS Production Status
as of 31 December 1957

1. The enclosures show State's NIS production performance from FY 1954 through mid-year 1958, and the interchange of man-hours between the NIS Staff and the regular Departmental Staff from 1 July 1956 to 31 December 1957.

2. It will be noted that State produced more sections in the first half of FY 1958 than in any similar period during the past four years, and exceeded by about one-third the production for the same period of FY 1957. However, because of increased commitments, FY 1958 production represents less than one-half of State's commitment for the period, which is a proportion similar to the level of fulfillment at the end of the first six months of FY 1957. As you are aware, this production pattern is far from satisfactory as it necessitates an all-out crash operation during the last half of each year to fulfill yearly commitments. Even with greatly intensified effort on NIS during the last half of FY 1957, including a heavy overtime schedule, State was able to fulfill only 75% of its commitment for that fiscal year. The situation this year is even more critical than that of last year for State's production requirements for the next six months are heavier than in FY 1957, and the NIS Staff in State contains only one more position than in the past fiscal year. It is clearly evident that immediate and effective corrective measures are necessary if State is to meet its NIS production responsibilities for FY 1958.

3. Attention is also invited to the fact that more man-hours were borrowed from the NIS Staff for Departmental work in the first half of FY 1958 than in the same period last year. To ensure increased NIS production for the remainder of the year the utilization of the NIS Staff full time on NIS work and the repayment by State of the large total man-hours now owed to the NIS program appear to be essential. This analysis indicates that with proper programming of departmental work, the present NIS staffing level appears adequate to fully meet NIS scheduled commitments.

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Assistant Director
Basic Intelligence

Enclosures: 11/21/80

2. NIS Time Use Report, period

3. Prod. Accomplishment...

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